

**AGREEMENT BETWEEN**  
**SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925**  
**AND**  
**KING COUNTY**

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2 **AGREEMENT BETWEEN**  
3 **SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925**  
4 **AND**  
5 **KING COUNTY**

6 These articles constitute an Agreement, the terms of which have been negotiated in good faith  
7 between King County and SEIU Local 925. This Agreement shall be subject to approval by  
8 ordinance by the Metropolitan King County Council (Council) of King County, Washington.  
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1 **ARTICLE 1: PURPOSE**

2       **1.1. Purpose.** The intent and purpose of this Agreement is to promote the continued  
3 improvement of the relationship between King County (County) and the employees represented by  
4 SEIU Local 925 (Union) by providing a uniform basis for implementing the right of public  
5 employees to join organizations of their own choosing and to be represented by such organizations in  
6 matters concerning their employment relations with the County and to set forth the wages, hours and  
7 other working conditions of the bargaining unit employees, provided the County has authority to act  
8 on such matters.

9       **1.2. Improvement of Relationship.** This desire to promote the continued improvement of  
10 the relationship between the County and the Union was reflected in the establishment of an Interest-  
11 Based Bargaining Team (IBBT) comprised of Facilities management and employees, a Union  
12 representative, and a Labor Negotiator from King County's Labor Relations staff, and the use of a  
13 collaborative bargaining process to arrive at this Agreement. Standards established by the IBBT for  
14 evaluating the provisions of this Agreement include the following:

- 15               1. Promote better management-employee relations;
- 16               2. Fair and equitable;
- 17               3. Enhances the partnership between union and management;
- 18               4. Understandable by everyone;
- 19               5. Ratifiable;
- 20               6. Enforceable;
- 21               7. Economically feasible;
- 22               8. Legal; and
- 23               9. Promotes efficient and effective public service.

1 **ARTICLE 2: EMPLOYEE CATEGORIES**

2 **2.1. Definitions.**

3 **A. Regular Full-time Employee.** An individual employed in a position established  
4 in the County budget as an authorized FTE and which will require at least twenty-six (26) weeks of  
5 service per year with a work schedule of not less than forty (40) hours per week. Regular full-time  
6 employees are career service employees who are not on probation.

7 **B. Regular Part-time Employee.** An individual employed in a position established  
8 in the County budget which requires at least twenty-six (26) weeks of service per year at the work  
9 schedule established for the position (or would have required twenty-six (26) weeks of service per  
10 year at the work schedule established for the position had the position been established on January 1)  
11 and which has an established work schedule of less than forty (40) hours per week but at least half  
12 time. Regular part-time employees are career service employees who are not on probation.

13 **C. Temporary Employee.** An individual employed in a position which is not a  
14 position established in the County budget as an authorized FTE and who works less than one  
15 thousand forty (1040) hours.

16 Temporary employees are not career service employees and are not eligible for vacation, sick  
17 leave, holiday, medical, dental, or other insurance benefits. Temporary employees are eligible for  
18 participation in the Public Employees Retirement System as provided by State Law.

19 **D. Term Limited Temporary Employee.** A term limited temporary is a temporary  
20 employee who is employed in a term limited temporary position. Term limited temporary employees  
21 are not members of the career service. They may not be employed in term limited temporary  
22 positions longer than three years beyond the date of hire, except that for grant-funded projects,  
23 capital improvement projects, and information systems technology projects the maximum period may  
24 be extended for up to five years upon approval of the Director of the Human Resources Division  
25 (HRD).

26 **E. Seasonal Employee.** A temporary employee in a position (for) which:

- 27 1. Is not a position established in the County budget as an authorized FTE;  
28 2. Will require less than one thousand forty (1040) hours in a calendar year;

1 and

2 3. The need exists at regular, predictable intervals during the year.

3 Seasonal employees are not eligible for vacation, sick leave, holiday, medical, dental, or other  
4 insurance benefits. They are eligible for participation in the Public Employees Retirement System as  
5 provided by State Law.

6 **F. Lead Worker.** In addition to performing the regular duties of the assigned  
7 classification, the Lead worker has responsibility for regularly assigning, scheduling and reviewing  
8 work within the work unit, including performing formal and informal inspections, reporting problems  
9 to the supervisor, and providing guidance and training to others in the assigned work unit. Under the  
10 direction of a supervisor, the Lead may be called upon to assist in the hiring process and to provide  
11 input to the supervisor prior to any performance evaluations.

12 **2.2. Regular or Temporary Employment.** For work performed by County employees  
13 represented by this Agreement, the County and the Union have the common goal of maintaining a  
14 stable, qualified work force. To this end, the following principles will guide the assignment of work  
15 to employees represented under this Agreement, when such work is performed by County employees.

16 **A.** Work that is year-round in nature, requiring employees with consistent and defined  
17 skills, should be performed by regular full-time or regular part-time career service employees.

18 **B.** The following work may be performed by part-time, temporary (including term-  
19 limited temporary), or seasonal employees. Work that is:

- 20 ● seasonal or cyclical in nature
- 21 ● time-limited
- 22 ● project specific
- 23 ● requiring specific skills that are not available in the County's regular work  
24 force; or
- 25 ● requiring an employee to work less than half-time.

26 **C.** In fulfilling these principles, the County will develop and maintain staffing plans  
27 that define the work being assigned to regular full-time or regular part-time career service and  
28 temporary (including term-limited temporary) or part-time employees.

**2.3. Supplements to Regular Work Force.** Seasonal and temporary (including term-limited temporary) employees are supplementary to the regular work force and shall not be used to supplant regular full-time or regular part-time positions or undermine the integrity of the bargaining unit. These employees are employed at will and are part of the bargaining unit and subject to the terms of this Agreement.

1 **ARTICLE 3: UNION RECOGNITION AND MEMBERSHIP**

2 **3.1. Union Recognition.** The County recognizes SEIU Local 925 as representing its  
3 members whose job classifications are listed in the attached Addendum A.

4 **3.2. Union Membership/Representation Fee.** It shall be a condition of employment that all  
5 employees covered by this Agreement who are members of the Union in good standing on the  
6 effective date of this Agreement shall remain members in good standing and those who are not  
7 members on the effective date of this Agreement shall become and remain members in good standing  
8 in the Union or pay an agency fee. It shall also be a condition of employment that all employees  
9 covered by this Agreement and hired on or assigned into the bargaining unit on or after its effective  
10 date shall, on the thirtieth (30th) day following the beginning of such employment, become and  
11 remain members in good standing in the Union or pay an agency fee.

12 **3.3. Religious Tenets or Beliefs.** Nothing contained in this Article shall require an  
13 employee to join the Union who can substantiate, in accordance with existing law, bona fide religious  
14 tenets or beliefs that prohibit the payment of dues or initiation fees to union organizations. Such  
15 employee shall pay an amount of money equivalent to regular union dues and initiation fee to a non-  
16 religious charitable organization mutually agreed upon by the employee and the Union to which such  
17 employee would otherwise pay the dues and initiation fee. The employee shall furnish written proof  
18 that such payment has been made.

19 **3.4. Dues Deduction.** Upon receipt of written authorization individually signed by a  
20 bargaining unit employee, the County shall have deducted from the pay of such employee the amount  
21 of dues or representational fees as certified by the secretary-treasurer of the Union and transmit the  
22 same to the Union. The Union will indemnify, defend and hold the County harmless against any  
23 claims made and against any suit instituted against the County on account of any check-off of dues  
24 for the Union. The Union agrees to refund to the County any amounts paid to it in error on account  
25 of the check-off provision upon presentation of proper evidence thereof.

26 **3.5. Cause for Discharge.** Failure by an employee to abide by the above provisions shall  
27 constitute cause for discharge of such employees; provided that when an employee fails to fulfill the  
28 above obligations the Union shall provide the employee and the County with a thirty (30) day

1 notification of the Union's intent to initiate discharge action and during this period the employee may  
2 make restitution in the amount which is overdue.

3       **3.6. Membership Application.** The County will require all new employees hired into a  
4 position included in the bargaining unit to sign a form (in triplicate) which will inform them of the  
5 Union's exclusive recognition. One copy of the form will be retained by the County, one by the  
6 employee and the original sent to the Union. The County will notify the Union of any employee  
7 leaving the bargaining unit because of termination, layoff, leave of absence or dismissal.

8       **3.7. Bargaining Unit List.** The County will transmit to the Union twice a year, upon written  
9 request, a current listing of all employees in the unit. Such list shall indicate the name of the  
10 employee, wage rate, job classification, work shift, location, and unit.

11       **3.8. COPE Payroll Deduction.** The County shall, upon receipt of a written authorization  
12 form that conforms to legal requirements, deduct from the pay of a bargaining unit employee the  
13 amount of contribution the employee voluntarily chooses for deduction for political purposes and  
14 shall transmit the same to the Union.

1 **ARTICLE 4: RIGHTS OF MANAGEMENT**

2       **4.1. Management Rights.** The management of the County and the direction of the work  
3 force is vested exclusively in the County subject to the terms of this Agreement. Except to the extent  
4 there is contained in this Agreement express and specific provisions to the contrary, all power,  
5 authority, rights and jurisdictions of the County are retained by and reserved exclusively to the  
6 County, including, but not limited to, the right to manage the work of employees, to discipline,  
7 transfer, and evaluate employees; to determine and implement methods, means and assignments,  
8 establish classifications and select personnel by which operations are to be conducted, including  
9 staffing levels; and to initiate, prepare, modify and administer the budget.

10       **4.2. Release from Work.** When the County has no work available for employees in specific  
11 classifications, nothing in this Agreement shall prohibit the County from assigning such employees to  
12 perform other work as directed or, in absence of other necessary work, to send the employee home.  
13 The County agrees to make a good faith effort and exhaust all reasonable options for alternate  
14 assignment prior to sending an employee home. Additionally, prior to sending an employee home,  
15 the County may seek volunteers. Employees who are released may use vacation leave to cover lost  
16 hours.

17       **4.3. Performance Evaluations.** The County may conduct performance evaluations at least  
18 annually as part of a systematic and equitable employee performance management system.

**ARTICLE 5: HOLIDAYS**

**5.1. Holidays.** Regular, probationary, and term-limited temporary employees shall be granted the following holidays with pay:

New Year's Day	January 1st
Martin Luther King, Jr.'s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	
Christmas Day	December 25th

and any designated by public proclamation of the chief executive of the state as a legal holiday, as approved by Council.

**5.2. Day of Observance.** Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday, and any holiday falling on a Saturday shall be observed on the preceding Friday.

**5.3. Overtime Calculation.** Holidays paid for but not worked shall be recognized as time worked for purposes of determining weekly overtime for all employees.

**5.4. Holiday Premium.** Work performed on holidays shall be paid at a premium rate of one and one-half (1-1/2) times the regular rate.

**5.5. Prorated Holiday Benefit.** Employees shall receive the regular holiday pay prorated in accordance with their regular schedule. For example:

Scheduled Hours per Week	Pro-rated Hours of Annual Holiday Earnings	Holiday Compensation for Each of the 12 Holidays
20.0	48.0	4.0 hours
40.0	96.0	8.0 hours

1           **5.6. Pay Status and Eligibility.** An employee must be in a pay status either the employee's  
2 scheduled working day before or the employee's scheduled working day after a holiday in order to  
3 receive holiday pay. An employee leaving County employment the day prior to the holiday shall not  
4 receive holiday pay.

5           **5.7. Personal Holidays.** Each employee eligible for holiday pay shall receive two (2)  
6 additional personal holidays; provided that no employee shall be granted more than ninety-six (96)  
7 hours of holiday time in a calendar year. These days shall be administered through the vacation plan.  
8 One (1) day will be added to each employee's vacation accrual on the first day of October and the  
9 first day of November of each year. Employees will be able to use these days in the same manner as  
10 they use vacation days earned.

11           **5.8. Augmenting Holiday Pay.** If an employee's regularly scheduled work hours exceed the  
12 number of holiday hours earned on any non-work holiday, the employee shall have the option of  
13 using accrued vacation hours to allow total compensation hours to equal the number of hours in the  
14 regular work schedule.

15           **5.9. Work on a Holiday.** Employees who work on a holiday have the option of earning  
16 compensatory time at 1-1/2 times the regular rate of pay in lieu of receiving premium pay of 1-1/2  
17 times the regular rate of pay. Holiday hours accrued under this section will not count as hours  
18 worked for the purpose of determining weekly overtime in the week they are accrued.

## **ARTICLE 6: VACATIONS**

**6.1. Accrual Rate.** Regular, probationary, and term-limited temporary full-time employees shall receive vacation benefits as indicated in the following table based upon a full-time schedule of forty (40) hours per week.

<b>Length of Continuous Service</b>	<b>Hourly Accrual Rate</b>	<b>Monthly Vacation Credit in Hours</b>	<b>Monthly Accrual in Days</b>	<b>Annual Vacation Credit in Hours</b>	<b>Annual Accrual in Days</b>	<b>Maximum Allowable Accrual in Hours</b>	<b>Maximum Allowable Accrual Work Day Equivalent</b>
Upon hire through end of year 5	.04615 hour	8 hours	1 day	96 hours	12 days	96 hours	12 days
Upon beginning of year 6 through end of year 8	.05770 hour	10 hours	1.25 days	120 hours	15 days	480 hours	60 days
Upon beginning of year 9 through end of year 10	.06154 hour	10.64 hours	1.33 days	128 hours	16 days	480 hours	60 days
Upon beginning of year 11 through end of year 16	.07692 hour	13.36 hours	1.67 days	160 hours	20 days	480 hours	60 days
Upon beginning of year 17	.08077 hour	14 hours	1.75 days	168 hours	21 days	480 hours	60 days
Upon beginning of year 18	.08462 hour	14.64 hours	1.83 days	176 hours	22 days	480 hours	60 days
Upon beginning of year 19	.08846 hour	15.36 hours	1.92 days	184 hours	23 days	480 hours	60 days
Upon beginning of year 20	.09231 hour	16 hours	2 days	192 hours	24 days	480 hours	60 days
Upon beginning of year 21	.09615 hour	16.7 hours	2.08 days	200 hours	25 days	480 hours	60 days
Upon beginning of year 22	.1 hour	17.36 hours	2.17 days	208 hours	26 days	480 hours	60 days
Upon beginning of year 23	.10385 hour	18 hours	2.25 days	216 hours	27 days	480 hours	60 days
Upon beginning of year 24	.10769 hour	18.64 hours	2.33 days	224 hours	28 days	480 hours	60 days
Upon beginning of year 25	.11154 hour	19.36 hours	2.42 days	232 hours	29 days	480 hours	60 days
Upon beginning of year 26 and beyond	.11538 hour	20 hours	2.5 days	240 hours	30 days	480 hours	60 days

Note: Equivalent work days are based on five (5) equal work days per week. Alternative work schedules would not necessarily produce the same number of days.

1           **6.2. Rate of Pay for Use or Cash-Out of Vacation Leave.** For purposes of this Article,  
2 employees using accrued vacation shall be paid for such vacation at the base rate of pay in effect at  
3 the time of vacation or upon termination, provided that special assignments shall not be considered to  
4 be a part of the base rate.

5           **6.3. Accrual Rates for Eligible Part-Time Employees.** Regular, probationary, and term-  
6 limited temporary part-time employees shall accrue vacation leave in accordance with the vacation  
7 leave schedule set forth in Section 1 of this Article, provided, however, such accrual rates shall be  
8 prorated to reflect the employee's hours of work.

9           **6.4. County Work While Receiving Vacation Pay.** No employee shall work for  
10 compensation for the County in any capacity during the time that the employee is on vacation leave.

11           **6.5. Effective Date of Accrual.** Employees eligible for vacation leave shall accrue vacation  
12 leave from their date of hire with the County.

13           **6.6. Increments of Vacation Leave.** Vacation leave may be used in one quarter hour  
14 increments, at the discretion of the appointing authority.

15           **6.7. Pay Upon Separation.** Upon separation for any reason, the employee will be paid for  
16 unused vacation credits up to the maximum allowable accumulated vacation; provided, however,  
17 employees hired after September 1, 1986 who are eligible for participation in the Public Employees'  
18 Retirement System Plan I shall not be compensated for more than two hundred forty (240) hours of  
19 accrued vacation at the time of retirement. Vacation hours accrued in excess of two hundred forty  
20 (240) hours must be used prior to the employee's date of retirement or such excess hours shall be  
21 lost.

22           **6.8. Impact of Unpaid Absence on Accrual.** No employee shall earn the equivalent of one  
23 month's vacation credit during a month when the employee is absent without pay more than three  
24 working days.

25           **6.9. Prior Accrual Required.** An employee shall not be granted vacation benefits if not  
26 previously accrued by the employee.

27           **6.10. Payment of Accrued Leave Upon Employee's Death.** In cases of separation from  
28 County employment by death, payment of unused vacation leave up to the maximum accrual amount

1 shall be made to the employee's estate, or in applicable cases, as provided by state law, RCW Title  
2 11.

3 **6.11. Accrual Above Maximum.** Employees may carry over additional vacation beyond the  
4 maximum specified herein, if, as a result of cyclical workloads or work assignments use of vacation  
5 was denied by the Section Manager and absent the ability to carry over leave, the excess accrued  
6 vacation would be lost.

7 **6.12. Eligibility for Use and Pay-Out of Accrued Vacation.** Employees in regular  
8 positions who leave County employment for any reason after successful completion of six (6) months  
9 of County service will be paid for their unused vacation up to the maximum specified herein, except  
10 as provided in Section 6.7. Employees shall not be eligible to take or be paid for vacation leave until  
11 they have successfully completed their first six (6) months of County service, and if they leave  
12 County employment prior to successfully completing their first six (6) months of County service they  
13 shall forfeit and not be paid for accrued vacation leave. If federal or state law provides for greater  
14 benefits for the use of paid leave for family care, the applicable law will apply. Employees shall  
15 forfeit the excess accrual prior to December 31st of each year, except as provided for in Section 6.11.

16 **6.13. Accrual Rate Upon Return to County Employment.** If a regular employee resigns  
17 from County employment in good standing or is laid off and subsequently returns to County  
18 employment within two (2) years from such resignation or lay off, as applicable, the employee's prior  
19 County service shall be counted in determining the vacation leave accrual rate under this Article.

20 **6.14. Scheduling.**

21 **A.** All vacation preferences shall be made on the designated form.

22 **B.** Vacation preference requests for a period beginning May 1 and ending the  
23 following April 30 must be received by management no later than April 1. The vacation schedule  
24 shall be posted on or before May 1.

25 **C.** Vacation preference requests shall be granted on the basis of classification  
26 seniority provided that operations are properly staffed at all times.

27 **D.** Vacation preference requests may be made in increments ranging from one-half  
28 hour's duration up to and including the maximum accumulation available.

1                   **E.** Vacation preference requests shall contain a maximum of five (5) time periods or  
2 increments, not to total more than the number of days accumulated, listed in order of priority to the  
3 individual. Employees shall, on the basis of classification seniority, be entitled to approval for only  
4 one (1) increment at a time. Employees not granted their first priority increment shall have their  
5 second priority granted on the basis of seniority. Seniority shall also be applied to third, fourth, and  
6 fifth priority requests until all available vacation time is scheduled.

7                   **F.** Vacation requests received after April 1 of a given calendar year shall be approved  
8 in order of their receipt provided that operations are properly staffed at all times.

9                   **G.** Classification seniority shall not be used to gain approval of a vacation period that  
10 includes the same holiday in two (2) succeeding years.

1 **ARTICLE 7: SICK LEAVE**

2 **7.1. Accrual**

3 A. Every regular, probationary, and term-limited temporary employee shall accrue  
4 sick leave benefits at a rate equal to .04616 hours for each hour in pay status exclusive of overtime up  
5 to a maximum accrual of eight (8) hours per month (ninety-six (96) hours per year). Sick leave shall  
6 not begin to accrue until the first of the month following the month in which the employee  
7 commenced employment. The employee is not entitled to sick leave if not previously earned.

8 B. During the first six (6) months of service, employees eligible to accrue vacation  
9 leave may, at the appointing authority's discretion, use any accrued days of vacation leave as an  
10 extension of sick leave. If federal or state law provides for greater benefits for the use of paid leave  
11 for family care, the applicable law will apply. If an employee does not work a full six (6) months,  
12 any vacation leave used for sick leave must be reimbursed to the County upon termination.

13 C. There shall be no limit to the hours of sick leave benefits accrued by an employee.

14 **7.2. Use of Sick Leave.**

15 A. Sick leave may be used in one-quarter (1/4) hour increments at the discretion of  
16 the employee's immediate supervisor.

17 B. Sick leave shall be paid on account of the following reasons:

18 a. Employee's illness; provided, that an employee who suffers an occupational  
19 illness may not simultaneously collect sick leave and worker's compensation payments in a total  
20 amount greater than the net regular pay of the employee;

21 b. The employee's incapacitating injury, provided that:

22 (1) An employee injured on the job may not simultaneously collect  
23 sick leave and worker's compensation payments in a total amount greater than the net regular pay of  
24 the employee;

25 (2) An employee may not collect sick leave for physical incapacity due  
26 to any injury or occupational illness which is directly traceable to employment other than with the  
27 County.

28 c. A female employee's temporary disability caused by or contributed to by

pregnancy and childbirth.

d. Employee exposure to contagious diseases and resulting quarantine;

e. Employee keeping medical, dental, or optical appointments, provided that the employee's appointing authority has approved the use of sick leave for such appointments;

f. Sick leave may be used to care for family members of an employee in accordance with Section 7.9.

**7.3. Exhaustion of Sick Leave.** An employee who has exhausted all of his/her sick leave may use accrued vacation leave as sick leave before going on leave of absence without pay, if approved by his/her appointing authority.

**7.4. Administration.** Division management is responsible for the proper administration of sick leave benefits. Verification from a licensed health care provider may be required to substantiate the health condition of the employee or family member for leave requests. In cases where management has uniform documentation to support a history of excessive or patterned absenteeism, an employee may be put on written notice by the Section Manager that for a period not to exceed six (6) months requests for compensation under this Article must be accompanied by proof of need.

**7.5. Separation.** Separation from County employment, except by retirement or reason of temporary lay-off due to lack of work or funds, shall cancel all sick leave currently accrued to the employee. Should the employee resign in good standing and return to the County within two years, accrued sick leave shall be restored.

**7.6. Disability.** Accrued sick leave may be used for absence due to temporary disability including that caused or contributed to by pregnancy, but except for leaves that are requested and approved pursuant to the King County Family and Medical Leave Ordinance and Section 7.10 in this Article, there shall be no requirement to exhaust accrued sick leave prior to taking a leave of absence for such disability.

**7.7. Pay-out.** Employees eligible to accrue sick leave, who have successfully completed at least five (5) years of County service, and who retire as a result of length of service or who terminate by reason of death, shall be paid or their estates paid or as provided for by RCW Title 11, as applicable, an amount equal to thirty-five (35) percent of their unused, accumulated sick leave

multiplied by the employee's rate of pay in effect upon the date of leaving County employment less mandatory withholdings.

All payments shall be made in cash, based on the employee's base rate, and there shall be no deferred sick leave reimbursement. The pre-tax dollars may be applied to the purchase of County health insurance at the COBRA rates. This sick-leave cash-out is subject to any determination by bargaining unit members to have their funds placed in Voluntary Employee Beneficiary Association (VEBA) accounts upon retirement as a result of length of service, as set forth in the King County Code. Such determination is applicable to all members of the bargaining unit.

**7.8. Job Injury.** Employees injured on the job cannot simultaneously collect sick leave and worker's compensation payments greater than net regular pay of the employee. Administrative rules have been established to allow for payments equal to net regular pay of employees qualifying under worker's compensation.

**7.9. Family Care.**

**7.9.1.** Accrued sick leave may be used for the following reasons:

**A.** To care for the employee's child if the child has an illness or health condition that requires treatment or supervision by the employee; and to care for the employee's spouse, domestic partner, parent-in-law, or grandparent who has a serious health condition or an emergency condition.

**B.** To care for other family members under the following circumstances:

**1.** For King County Family Medical Leave, the employee must have been employed by the County for twelve (12) months or more and have actually worked a minimum of one thousand forty (1040) hours (40 hour employee) the preceding twelve (12) months (paid leaves such as holiday, vacation and sick leave are not considered hours worked). For Federal Family Medical Leave the employee must have worked 1250 hours in the preceding 12 months.

**2.** The family member is the employee's spouse or domestic partner; the child of the employee, the employee's spouse, or the employee's domestic partner; or the parent of the employee, the employee's spouse, or the employee's domestic partner; and the reason for the leave is one of the following:

**a.** The birth of a child and care of the newborn child, or placement of

1 the child by adoption or foster care, if the leave is taken within twelve months of the birth, adoption,  
2 or placement;

3                                   **b.** To care for the employee's child or child of the employee's spouse  
4 or domestic partner whose illness or health condition requires treatment or supervision by the  
5 employee; or

6                                   **c.** Care of a family member who suffers from a serious health  
7 condition as defined in the King County Personnel Guidelines.

8                                   **C.** To care for immediate family members in additional circumstances not covered by  
9 A. or B. For the purposes of this section, "immediate family" shall include: spouse or domestic  
10 partner; child of employee, employee's spouse, or employee's domestic partner; parent; grandparent;  
11 grandchild; sibling; and any persons for whose financial or physical care the employee is principally  
12 responsible. Employees eligible for sick leave shall be entitled to use and normally shall have  
13 approved sick leave for family care under these and similar circumstances.

14                                   **1.** When the employee certifies that no other person is available and capable  
15 of providing care of the ill or injured family member.

16                                   **2.** For accompanying or transporting immediate family members to medical or  
17 dental appointments, provided that the immediate family member is a minor child, is infirm, or  
18 cannot reasonably travel to and from the appointment without the employee's aid.

19                                   **3.** Unless covered by A. or B. of this Section, use of sick leave shall be subject  
20 to the following limitations.

21                                   **a.** A maximum of three (3) days of family care sick leave may be  
22 permitted for each occurrence.

23                                   **b.** No more than six (6) days of family care sick leave may be used in  
24 any one calendar year.

25                                   **c.** Each request for family care sick leave must be verified in writing,  
26 which shall include the relationship of the immediate family member and a statement of the need for  
27 care or attendance.

28                                   **7.9.2.** The employee's supervisor may require a physician's verification of the need for

1 family care leave.

2       **7.9.3.** If federal or state law provides for greater benefits for the use of paid leave for family  
3 care, the applicable law will apply.

4       **7.10. Family and Medical Leave.** Employees shall be entitled to family medical leave as  
5 provided by the King County Family Medical Leave Ordinance (KCC 3.12.220), the federal Family  
6 Medical Leave Act, and any Washington state laws that provide for family medical leave.

7       Seniority shall accrue in accordance with Article 17 while an employee is on family and  
8 medical leave.

9       **7.11. Informational Resource.** To assist employees in understanding their ability to utilize  
10 leave for medical and family reasons, the County agrees to distribute to employees information from  
11 King County Code 3.12.220.

**ARTICLE 8: MISCELLANEOUS LEAVES**

**8.1. Donation of Vacation and Sick Leave Hours.**

**8.1.1. Vacation Leave Hours.** Any regular or term-limited temporary employee who has completed at least one (1) year of service may donate to any other regular or term-limited temporary employee a portion of his or her accrued vacation for the purpose of supplementing the sick or family leave benefits of the receiving employee. Donated vacation hours shall be converted to a dollar value based upon the donor's straight time rate.

Vacation donations are strictly voluntary. Employees are prohibited from offering or receiving monetary or any other compensation in exchange for donating vacation hours. The number of hours donated shall not exceed the donor's accrued vacation credit as of the date of the request.

Donated vacation hours must be used within ninety (90) calendar days. Donated hours not used within ninety days or due to the death of the receiving employee shall revert to the donor. Donated vacation hours are excluded from vacation payoff provisions.

**8.1.2. Sick Leave Hours.** Any regular or term-limited temporary employee whose sick leave accrual balance exceeds one hundred (100) hours may donate to any other regular or term-limited temporary employee a portion of his/her accrued sick leave upon written notice to the donating and receiving employees' department director(s). Sick leave hour donations are strictly voluntary. No employee may donate more than twenty-five (25) hours of his/her accrued sick leave in a calendar year. Employees are prohibited from offering or receiving monetary or any other compensation in exchange for donating sick leave hours.

Donated hours shall be converted to a dollar value based upon the donor's straight time hourly rate.

Donated sick leave hours must be used within ninety (90) calendar days. Donated hours not used within ninety days or due to the death of the receiving employee shall revert to the donor.

Donated sick leave hours are exempt from sick leave payoff provisions.

**8.2. Bereavement.**

**A.** Regular, probationary, and term-limited temporary employees shall be entitled to three (3) working days of bereavement leave per instance due to death of members of their immediate

1 family.

2           **B.** Regular, probationary, and term-limited temporary employees who have exhausted  
3 their bereavement leave shall be entitled to use sick leave in the amount of up to three working days  
4 for each instance when death occurs to a member of the employee's immediate family.

5           **C.** For purposes of this section, a "working day" refers to all of the hours an  
6 employee is scheduled to work on the day of bereavement leave.

7           **D.** In the application of any of the foregoing provisions, when a holiday or regular  
8 day off falls within the prescribed period of absence, it shall not be charged against the employee's  
9 sick leave or bereavement account.

10           **E.** For the purposes of this Section, "immediate family" shall be construed to mean  
11 persons related to an employee by blood or marriage or legal adoption as follows: spouse or domestic  
12 partner; child of employee, employee's spouse, or employee's domestic partner; grandparent;  
13 grandchild; parent of the employee, the employee's spouse, or employee's domestic partner; sibling;  
14 any persons for whose financial or physical care the employee is principally responsible; son-in-law;  
15 daughter-in-law; father-in-law; mother-in-law; or an individual who stood in loco parentis to the  
16 employee, the employee's spouse, or employee's domestic partner.

17           **8.3. School Volunteer Leave.**

18           An employee may use up to three days of accrued sick leave per year for the purpose of  
19 volunteering at the employee's children's school. The employee must obtain advance approval for  
20 such leave.

21           **8.4. Leave of Absence for Union Work.**

22           An employee elected or appointed to office in a local of the Union which requires a part or all  
23 of his/her time shall be given leave of absence without pay upon application.

24           **8.5. Jury Duty.**

25           If a regular, probationary, or term-limited temporary employee, including a seasonal worker,  
26 who is employed at least half-time is called for jury duty, then the employee will be entitled to  
27 regular pay for all work hours that the employee misses due to jury duty. The employee should  
28 deposit his or her jury duty fees, excluding mileage, with the Finance and Business Operations

1 Division of the Department of Executive Services. Employees must contact their supervisor when  
2 dismissed from jury duty during regularly scheduled working hours and may be required to report  
3 back to work.

4 **8.6. Leave Examinations.**

5 An employee eligible for paid leave will be entitled to necessary time off with pay for the  
6 purpose of participating in County qualifying or promotional examinations. This will include time  
7 required to complete any required interviews.

8 **8.7. Military Leave.**

9 A leave of absence for active military duty or active military training duty will be granted to  
10 eligible employees in accordance with applicable provisions of state and/or federal law; provided,  
11 that a request for such leave shall be submitted to the manager/designee in writing by the employee  
12 and accompanied by a validated copy of military orders ordering such active duty or active training  
13 duty.

14 **8.8. Unauthorized Leave.**

15 Being absent without authorized leave shall be considered as an automatic resignation. Such  
16 a resignation may be rescinded by the Division Manager if the employee presents satisfactory reasons  
17 for his/her absence within three (3) calendar days of the date his automatic resignation became  
18 effective.

19 **8.9. Leaves of Absence Without Pay.**

20 Employees may request a leave of absence without pay by presenting a written request to  
21 their immediate supervisor along with any supporting documentation. The decision to grant a leave  
22 of absence without pay shall be at the discretion of the County.

23 **8.10. Return to Work Following Medical Leave.** Consistent with applicable law, the  
24 County will make a good faith effort to accommodate an employee's return to work in a timely  
25 fashion.

1 **ARTICLE 9: SAFETY**

2 **9.1. Commitment to Safety.** The County shall provide and maintain a safe and healthful  
3 workplace and comply with all state and federal laws, rules, and regulations pertaining to workplace  
4 safety and health.

5 **9.2. Workers' Responsibility.** Employees shall follow the safety and health rules, wear  
6 and/or use all required gear and equipment provided by the County, and participate in County-  
7 provided safety training.

8 **9.3. Equipment.** No employee shall be required to use equipment which is not in a safe  
9 condition. In the event an employee discovers or identifies unsafe equipment, s/he will immediately  
10 notify the immediate supervisor in writing. Said equipment shall be repaired or replaced if the  
11 County determines the equipment to be unsafe. At such time as the County determines the  
12 equipment to be safe, the employee will be advised.

13 **9.4. Reporting on Safety Hazards.** It is the responsibility of all employees to report safety  
14 hazards on a timely basis. "Record of Hazard Observed" forms will be available to all employees in  
15 a conspicuous area. When a safety hazard is observed, the employee shall document the hazard on a  
16 "Record of Hazard Observed" form, and turn the form in to his/her immediate supervisor for  
17 investigation and correction.

18 **9.5. Remedying Safety Hazards.** Once notice of a hazard has been received by the  
19 supervisor, s/he will investigate the situation and make correction within three (3) working days or as  
20 soon as practicable. In the event more than three (3) working days are needed, upon the Union's  
21 request, the supervisor will provide a written explanation to the reporting employee and the shop  
22 steward as to the reasons for the delay and the anticipated date of correction.

23 **9.6. Safety Committee.** A Safety Committee, consisting of an equal number of employer-  
24 selected and employee-elected members, shall meet at least bimonthly. The Safety Committee shall  
25 have the following responsibilities:

26 **A.** Review the safety and health inspection reports to assist in correction of identified  
27 unsafe conditions or practices.

28 **B.** Evaluate accident investigations conducted since the last meeting to determine if

1 the cause of the unsafe acts or condition involved was properly identified and corrected.

2           **C. Evaluate the accident and illness prevention program and make recommendations**  
3 for improvement where indicated.

4           **D. Evaluate and recommend training and equipment needs.**

5           Minutes of all Safety Committee meetings shall be posted on the Safety Bulletin Boards and  
6 filed in accordance with WISHA regulations. A liaison from this Committee shall regularly  
7 participate in the SEIU Local 925 FMD Labor Management Committee meetings. Safety Committee  
8 members shall be in pay status for time spent in meetings.

9           **9.7. Refusal to Work Under Unsafe Conditions.** Employees may refuse to work in  
10 situations where there is reasonable cause to believe that doing so would present an imminent danger  
11 in which death or serious injury could happen immediately.

12           **9.8. Workers' Right to Know.** Material Safety Data Sheets (MSDS) will be available for  
13 reference and review in a conspicuous area accessible to all affected employees.

14           **9.9. Safety Inspections.** Where feasible, a shop steward will accompany Safety Inspectors  
15 on worksite inspections and participate in opening/closing conferences without loss of pay and  
16 benefits.

17           **9.10. Safety Bulletin Board.** There shall be a safety bulletin board in every building where  
18 there are at least eight (8) bargaining unit members. The bulletin boards will be sufficient in size to  
19 display required posters, accident statistics, Safety Committee meeting minutes, and safety  
20 educational materials.

21           **9.11. No Discrimination.** No employee will be disciplined, discriminated against, or  
22 otherwise suffer retaliation for filing a safety complaint or grievance, reporting a hazard, or acting as  
23 a witness in a safety investigation.

24           **9.12. Personal Protective Equipment.** In situations where the law requires that the  
25 employer provide personal protective equipment, including clothing and boots, the County will  
26 provide that equipment at County expense. Additionally, if required by King County's Safety and  
27 Claims Specialist to provide certain protective equipment for specific tasks, the County will provide  
28 that equipment at County expense.

1 **ARTICLE 10: CONTRACTING OUT**

2       **10.1. Contracting Out.** The County agrees not to contract out or assign to another agency or  
3 individual the work normally performed by members of the bargaining unit if the contracting out or  
4 assignment of such work eliminates, jeopardizes, or reduces the normal workload of the bargaining  
5 unit. The County agrees to inform the Union of any contracting out of work normally performed by  
6 members of the bargaining unit.

7       **10.2. Custodial Work.** Beginning March 31, 2006, existing Building Services contracts for  
8 custodial work will not be renewed and the work will be assigned to bargaining unit members.  
9 Unless the parties agree to an exception or extraordinary circumstances exist, when FMD becomes  
10 responsible for new or additional facilities and/or work, the custodial work will be assigned to  
11 bargaining unit members.

12       **10.3. Non-Custodial Work.**

13       **10.3.1.** Upon implementation of the Agreement, the parties will agree upon a schedule to  
14 jointly review existing Building Services contracts that encompass a non-custodial body of work  
15 historically performed by bargaining unit members. The parties will utilize the LMC for the joint  
16 review. The County's intent is to assign bargaining unit members to perform that body of work  
17 whenever possible. The review process shall evaluate whether

- 18               --employees possess the necessary skills;  
19               --employees possess any required licenses and/or certifications;  
20               --the County owns or could readily and feasibly obtain the necessary equipment;  
21               --travel to remote locations for small pieces of work would be prohibitively costly;  
22               --safety or liability issues exist; and  
23               --performing the work in-house would not be practicable or feasible due to some other  
24               extenuating circumstance.

25       **10.3.2.** If FMD becomes responsible for new or additional facilities and/or work where the  
26 maintenance needs include a non-custodial body of work historically performed by bargaining unit  
27 members, FMD will assign the work to bargaining unit members in the absence of an extenuating  
28 circumstance. If an extenuating circumstance may be present, the parties will convene an LMC

1 meeting to review the matter, using the above criteria.

2       **10.4. Community Corrections Work Program.** The County agrees not to assign to the  
3 Community Corrections program the work normally performed by bargaining unit members if the  
4 assignment of such work eliminates, jeopardizes, or reduces the normal workload of the bargaining  
5 unit. FMD will provide the LMC with quarterly updates of work the Community Corrections crew is  
6 performing. Prior to expanding the work of the Community Corrections crew to performing work  
7 historically performed by bargaining unit members on an ongoing, regular basis, the County will  
8 bargain such expansion.

1 **ARTICLE 11: WAGE RATES AND OVERTIME**

2 **11.1. Wage Rates.** Wage rates for the term of this agreement will be in accordance with  
3 classifications and wage rates listed in Addendum A, which is a part of this agreement.

4 **11.2. Step Movement.** All regular full-time and regular part-time employees who are not at  
5 Step 10 or on probation will advance to the next higher step on the salary range on January 1 of each  
6 year of the Agreement.

7 **11.3. Cost of Living Adjustment (COLA).** Effective January 1, 2008, 2009, 2010, and  
8 2011, all rates of pay in effect on the previous December 31 will be increased by a percentage equal  
9 to ninety percent (90%) of the increase in the CPI-W, All Cities Index, (September – September),  
10 provided that the increase shall not be less than two percent (2%) nor greater than six percent (6%).

11 **11.4. Lead Worker.** An employee designated in writing by the Division Director/designee  
12 as “lead worker” shall receive a seven percent and one half (7.5%) premium in addition to the base  
13 wage for all time so assigned.

14 **11.5. On-Call.** All employees required to carry notification devices (pagers or “beepers”)  
15 during their normally scheduled time off shall be compensated at the hourly rate of \$0.75 (seventy  
16 five cents) for all time spent while so assigned.

17 **11.6. Schedule Changes.** All hours worked by an employee required to work a special  
18 schedule or to change his/her shift, absent five (5) work days advance written notice as provided in  
19 Article 12.5, shall be compensated as overtime at one and one-half (1-1/2) times the regular rate of  
20 pay; provided, however, in a case where snow removal, flood control, and/or sanding operations have  
21 been anticipated and “alert” or “standby” status advance warning has been given or in a case where a  
22 special schedule is needed to respond to conditions or circumstances beyond the control of the  
23 County, overtime pay shall not be required under this section; provided further, an employee who  
24 voluntarily accepts a training opportunity with less than five (5) days notice of a schedule/shift  
25 change may adjust his/her schedule and shall not be eligible for overtime under this section.

26 **11.7. Licenses and Certifications.** Employees who are required to have hazardous materials  
27 handling, commercial drivers, or other licenses, certificates, or special endorsements, except standard  
28 driver’s licenses, to perform their jobs, will be reimbursed for the cost of maintaining these licenses

or certificates.

## **11.8. Shift Differential.**

**A. Hazardous Waste.** Hazardous Waste Technicians, Hazardous Waste Surveyor/Project Manager, and Supervising Hazardous Waste Technician shall receive a 10% shift differential for working swing shift during the period 2:00 p.m. through 10:00 p.m. and a 15% shift differential for working graveyard shift during the period 10:00 p.m. through 4:00 a.m.

**B. Utility Workers.** When the majority of the hours worked fall on a scheduled shift after 4:00 p.m., the entire shift worked will receive a 10% shift differential. When the majority of the hours worked fall on a scheduled shift after 12:00 a.m. (midnight) the entire shift worked will receive a 15% differential.

**11.9. Overtime.** Employees on a five (5) day schedule shall be paid at the rate of time and one-half (1-1/2) for all compensated hours in excess of eight (8) in one day, exclusive of lunch period, or forty (40) in one week. Employees on a four-day schedule shall be paid at the rate of time and one-half for all compensated hours in excess of ten (10) in one day, exclusive of lunch period, or forty (40) in one week. Employees shall be paid at the rate of one and one-half (1-1/2) times their regular rate of pay for all regularly scheduled hours worked during the nine (9) hour period following the end of the employee's previous shift, unless a higher rate applies. Overtime shall be compensated for in cash except as provided in Section 11.13.

**11.10. Work Week.** The work week shall be as determined by the County to comply with Fair Labor Standards Act (FLSA) provisions. Saturday and Sunday work is not overtime when it is a regularly scheduled work day for the individual crew unless required by the FLSA.

**11.11. Prior Authorization.** All overtime shall be authorized in advance by the Section Manager or his/her designee in writing, except in emergencies.

## **11.12. Overtime Assignments.**

**A.** All employees may volunteer for overtime work. The County will offer overtime work only to those employees who have previously volunteered. If the need for overtime workers exceeds those available within the classification needed, the County will seek volunteers from other classifications who are qualified to perform the work prior to granting the assignment to temporary

employees. However, the County reserves the right to assign mandatory overtime work if there are insufficient volunteers or in emergency situations, beginning with the least senior qualified employee in that job classification. Overtime at the end of a shift to complete an assignment and/or project is exempt from this section. In such cases the employee(s) doing the work will complete the day's assignment.

**B. Overtime List.** For each classification at a work location, the County will maintain and post a list of employees who have volunteered for overtime work. Work location shall mean the downtown County complex or each outlying County site. Provided, however, all Utility Worker IIs will be placed on a single overtime list.

The list will initially be created in seniority order. Offers of overtime work will always be made to the employee at the top of the list. Once an employee is offered overtime work, the employee's name will move to the bottom of the list, whether or not the employee accepts the overtime assignment. All others on the list will move up accordingly. The list will be updated on the first of each month. Each month employees will have an opportunity to be added to the bottom of the overtime list. The lists will distinguish among regular, term-limited, and temporary employees.

Overtime will be offered to employees on the overtime lists who are not on leave status and are present at work or contacted by phone when the time the overtime is being scheduled. Employees who are on approved leave status, not present at work or unable to be contacted by phone will maintain their ranking on the rotating lists. Employees who fail to work the overtime they have agreed to work or who call in sick may be removed from the lists for that calendar year at the discretion of the supervisor.

**Step 1.**

**a.** For each work location, overtime will first be offered to regular employees on the overtime list.

**b.** If the County is unable to secure volunteers from among regular employees, overtime will then be offered to term-limited employees on the overtime list working at the location in question.

**c.** If the County is unable to secure volunteers from among term-

limited employees, overtime will then be offered to temporary employees on the overtime list at the location in question.

**Step 2.**

If the County remains unable to secure volunteers, the work will be offered to employees at other work locations using the procedure in Step 1.

**Step 3.**

In the event that Steps 1 and 2 have been exhausted and there are insufficient volunteers to work the overtime needed, the County will assign the overtime to any qualified employees within the bargaining unit.

**C. Supported Employees.**

Overtime opportunities for custodians in the supported employment program will be evaluated by the LMC outside of the procedure set forth in Section C above.

**11.13. Compensatory Time.** There shall be no practice of compensatory time off unless requested by the employee and agreed to by the Section Manager or designee.

**A.** Compensatory time off shall be earned at the rate of one and one-half (1-1/2) times the regular rate.

**B.** A maximum of eighty (80) hours of compensatory time may be accumulated. Accrued compensatory time shall be expended within one year from the date when it is earned, or it will be compensated for in cash at the regular rate of pay.

**C.** Notwithstanding (B) above, compensatory time off shall be scheduled at a time that does not unduly disrupt the operations of the Section. If federal or state law provides for greater benefits for the use of paid leave for family care, the applicable law will apply.

**11.14. Call Out.** A minimum of four (4) hours at one and one-half (1-1/2) times the regular rate shall be allowed for each call out. Where such call out work exceeds four (4) hours, the actual hours worked shall be allowed at one and one-half (1-1/2) times the regular rate. A "callout" will be defined as a circumstance where an employee has left the work premises and is subsequently required to report back to work prior to his/her normally scheduled shift. In the event the employee is called back to work within four (4) hours of the start of his/her regular shift, the employee will be

1 compensated at the overtime rate only for the hours immediately preceding the start of his/her regular  
2 shift.

3 **11.15. Special Schedule.** Specially scheduled working hours will be compensated at one and  
4 one-half (1-1/2) times the regular rate. In the event this specially scheduled work is accomplished  
5 prior to the normal working hours and the employee subsequently works his/her regular shift, the  
6 regular shift shall be compensated at regular pay.

7 **11.16. Emergency Call Outs.** Emergency call outs with less than two hours notice shall be  
8 paid at two (2) times the regular rate for a minimum of four (4) hours. In the event this emergency  
9 call out work is accomplished prior to the normal working hours and the employee subsequently  
10 works his/her regular shift, the regular shift shall be compensated at regular pay.

11 **11.17. Hours Worked.** For purposes of this Article, "hours worked" means all compensated  
12 hours.

13 **11.18. Utility Worker and Inventory Purchasing Specialist Re-opener.**

14 If, during the term of this Agreement, the County enters into an agreement with the Joint  
15 Crafts Council implementing a higher pay range for the Utility Worker I, Utility Worker II, and/or  
16 Inventory Purchasing Specialist I classifications than those listed in Addendum A of this Agreement,  
17 the range(s) in Addendum A will be adjusted to reflect the same increase, effective the same date.

18 **11.19 Supported Employee Program Review**

19 The parties to this Agreement acknowledge that there exists an ongoing study of the County's  
20 Supported Employment Program. The Union will be kept apprised of the status of that study as it  
21 applies to this unit. The parties agree to reconvene negotiations with the intent of determining the  
22 appropriate pay rate for any new classifications for the aforementioned employees. Further, the  
23 parties agree that no employee in this Program will suffer a reduction in their hourly rate as a result  
24 of the study.

1 **ARTICLE 12: HOURS OF WORK**

2       **12.1. Normal Workweek.** The normal work week shall consist of five (5) consecutive work  
3 days not to exceed eight (8) hours each to be completed in a nine (9) hour period and not to exceed  
4 forty (40) hours per week. Meal periods will be unpaid.

5       **12.2. Split Shifts.** Split shifts will not be scheduled except with the expressed written  
6 consent of the employee. Employees will not be required to work both Saturday and Sunday, except  
7 in cases of emergency or with the expressed written consent of the employee, unless Saturday and  
8 Sunday work is a part of a normal work schedule.

9       **12.3. Alternative and Flex Schedules.** The County agrees in principle to the concept that  
10 alternative work schedules/flex time for individual employees should be considered and may be  
11 utilized if mutually agreed upon by the employee and the employer. Written requests for alternative  
12 work schedules/flex time will be considered and evaluated in terms of the best interests of both the  
13 County and the employee. The request will be acted on and returned to the requesting employee. All  
14 alternative schedules shall be reduced to writing with copies to the Union and the Human Resources  
15 Division.

16       **12.4. Schedule Changes.** The supervisors and lead workers may change the scheduled hours  
17 and provide special schedules for special operations such as snow removal, flood control and sanding  
18 operations, and other special schedules such as watchmen or other personnel on special activities;  
19 provided, however, special clothing and special equipment will be made available for special  
20 operations.

21       **12.5. Notice for Special Schedule or Shift Change.** Normally, at least five (5) working  
22 days advance written notice shall be given the employee prior to the commencement of a special  
23 schedule or shift change, except in the case where snow removal, flood control and sanding  
24 operations may be anticipated, in which case an "alert" or "stand-by" status advance warning is  
25 sufficient. An employee who works performing tasks considered "special operations" as defined  
26 above will have such experience recognized by a letter placed in the personnel file of the employee  
27 with a copy to the employee. Shift changes shall not be used to circumvent overtime pay.

28       **12.6. Safety Meetings.** Where regular safety meetings are conducted, employees will be

released from work with pay to attend. If necessary, the employee's work schedule will be altered to accommodate their participation during paid working hours.

**12.7. Release from Work.** If an employee is scheduled to work but no work exists, the County must notify the employee at least two (2) hours prior to the beginning of the normal shift or a four (4) hour minimum pay will prevail.

**12.8. Hours Worked Definition.** For purposes of this Article, "hours worked" shall mean all compensated hours.

**12.9. Floor Care Specialist Schedule.** Employees performing Floor Care Specialist duties shall work forty (40) hours a week within a seven (7) consecutive day period, as provided below:

**A.** Employees assigned to a five (5) day week shall work five (5) consecutive days of eight (8) hours each.

**B.** Employees assigned to a four (4) day week shall work four (4) consecutive days of ten (10) hours each.

**12.10. Hazardous Waste Schedules.** For Hazardous Waste Technicians, Hazardous Waste Supervisor and Hazardous Waste Surveyor/Project Manager who work a 4 day/10 hour work week, the following shall apply:

**A.** The work week shall consist of four (4) ten (10) hour days with three (3) consecutive days off, two (2) of which shall be Saturday and Sunday.

**B.** Participation in the four/ten schedule is voluntary and the employees as a group can request a return to a five (5) day/eight (8) hour schedule.

**C.** Division Management has the right to return the employees as a group to an eight (8) hour/five (5) day schedule in the event the four/ten work week does not meet the business needs of the division. Such return shall be subject to the notice requirement in Article 12, Section 5 and the compensation requirements in Article 11, Section 6. In addition, Division management shall officially notify the union in advance and discuss with the union possible alternatives to a return to an eight hour/five day schedule.

**D.** The employees recognize there may be a need to revert to an eight (8) hour/five (5) day schedule on a temporary basis to resolve a bona fide hazardous materials emergency. In this

1 event the employees agree to waive their rights as described in Article 11, Section 6. The employees  
2 do not waive those rights with respect to arbitrary day to day shifts and/or schedule changes.

3           **E.** If a holiday is officially observed on a Friday that is a normal day off, the holiday  
4 will be taken on the last normal work day of that week. If a holiday is officially observed on a  
5 Monday that is a normal day off, the holiday will be taken on the next normal work day of that week.

1 **ARTICLE 13: MEDICAL, DENTAL AND LIFE INSURANCE**

2       **13.1. Maintenance of Benefits.** The County shall maintain the current level of benefits  
3 under its medical, dental, vision and life insurance programs during the life of this Agreement subject  
4 to modification by the Joint Labor-Management Insurance Committee (JLMIC) as provided in  
5 Section 13.3.

6       **13.2. JLMIC Composition and Function.** The JLMIC shall be comprised of an equal  
7 number of representatives from the County and the King County Labor Coalition whose function  
8 shall be to review, study, and make recommendations relative to existing medical, dental, and life  
9 insurance programs.

10       **13.3. Incorporation of Changes.** The Union and the County agree to incorporate changes to  
11 employee insurance benefits which the County may implement as a result of the agreement of the  
12 Joint Labor-Management Insurance Committee.

13       **13.4. Insurance Eligibility.** Regular, probationary, and term-limited temporary employees  
14 are eligible for benefits under this Article.  
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**ARTICLE 14: MISCELLANEOUS**

**14.1. Mileage Reimbursement.** All employees who have been authorized to use their own transportation on County business shall be reimbursed at the rate established by the County Council action.

**14.2. Classification Specifications.** The County shall furnish the Union with specific classification specifications for all classifications in the bargaining unit upon written request. The County shall also furnish the union with job announcements describing the function, scope and complexity of specific positions and the knowledge, abilities and qualifications for the positions. The County will notify the Union of proposed revisions to the classification specifications, and the County and the Union shall meet to review the proposed revisions prior to implementation on written request of the Union.

**14.3. Uniforms and Inclement Weather Gear.**

**A. Uniforms.** Uniforms and their replacement, excluding maintenance, shall be paid for by the County according to County policy. In the event that the County requires all employees to wear uniforms, the Union and the County will meet to negotiate the impact of a uniform requirement.

**B. Inclement Weather Gear.** The County will provide appropriate rain gear for all employees working in inclement weather as needed. Employees are responsible for care and cleaning. Employees may exchange worn or damaged gear on an as needed basis.

**14.4. Training.** The County recognizes the mutual benefit to be attained by affording training opportunities to employees relating to their job duties and shall provide information and access to training opportunities, within budgeted appropriations. The training opportunities shall be guided by, but not limited to, the overall objectives of encouraging and motivating employees to enhance their personal capabilities in performance of their jobs. All employees shall have equal access to training. The County may provide employees release time to attend training programs that will be beneficial to their job performance. Notice of all such training opportunities which management deems appropriate will be made available to all employees in writing. If the County requires attendance at such training programs, the County will pay the expenses incurred.

**14.5. Procedures Changes.** Changes in written procedural guidelines or other work rules or

1 regulations will be implemented only upon written notification of revisions to the Union. No  
2 employee shall be held responsible for violation of a written instruction, regulation, rule or guideline  
3 provided oral instructions to do so were received from supervisory personnel.

4 **14.6. Meet and Confer.** Matters of common concern to the parties will be the subject of  
5 Meet and Confer discussion upon request of either Section Manager or Union Representative. Such  
6 meetings will be scheduled at the mutual convenience of both parties.

7 **14.7. Labor-Management Committee (LMC).** LMC meetings will be held on at least a  
8 quarterly basis. The purpose will be to deal jointly with issues of mutual interest and to maintain and  
9 improve Labor-Management relations. The LMC does not have the authority to hear active  
10 grievances or circumvent the grievance process contained within this Agreement. Further, the LMC  
11 may bargain upon agreement by the parties' authorized bargaining agents, who shall be present for  
12 bargaining. LMC agendas and minutes shall be distributed to LMC members at least three working  
13 days in advance of the meeting. Agenda items shall be submitted by both Labor and Management  
14 and shall be limited to items of a group, rather than an individual, interest and concern. The jointly  
15 approved minutes shall stand as the official record of decisions made by the LMC. In addition, the  
16 LMC will maintain a decision log summarizing all agreements reached by the LMC.

17 **14.8. Work Assignments.**

18 For positions other than vacancies created by reductions in force, employees may submit  
19 written requests to be considered for work assignments at different locations or on a different  
20 schedule. In the course of making work assignments, management will consider these requests in  
21 order of the seniority of the requesting employees. Assignment decisions shall continue to be at  
22 management's sole discretion. For purposes of this Section, "assignment" shall mean a specific  
23 floor/shift work assignment within a given work location and "work location" shall mean the  
24 downtown County complex or each outlying County site.

25 **14.9. Hiring Processes.**

26 **A. Posting.** The County will make information about job openings, including transfer  
27 opportunities, available to bargaining unit members. Job announcements and upgrade opportunities,  
28 both temporary and permanent, will be posted on all FMD bulletin boards. Additionally, supervisors

1 will distribute information about job opportunities to those employees who work in areas that do not  
2 have a bargaining unit bulletin board. The County agrees to routinely (at least quarterly) remind all  
3 bargaining unit members of the option of learning of about job opportunities by regularly contacting  
4 the Building Services Job Line.

5 **B. Transfers.**

6 1. The County retains the right to transfer employees.

7 2. The County will not initiate a competitive process to fill an open position  
8 until after bargaining unit members have had an opportunity to make a lateral transfer. To be  
9 considered for a transfer, an employee must possess the qualifications and skills that the appointing  
10 authority has determined to be required in the vacant position. If more than one employee requests  
11 the transfer, selection will be based upon seniority within the bargaining unit.

12 3. Unsuccessful applicants for transfer, where seniority is not the deciding  
13 factor, may request a meeting with the appointing authority to discuss the reasons for their non-  
14 selection.

15 4. Employees on probationary status may not submit transfer requests.

16 **C. Promotions.** If, based on a comprehensive review of the required initial  
17 application materials, regular bargaining unit employees are determined to meet the posted minimum  
18 qualifications for a promotional vacancy, those employees will be given additional consideration  
19 during each phase of the selection process. If a regular bargaining unit employee is not selected for  
20 the promotion, other bargaining unit members who meet the posted minimum qualifications will be  
21 given additional consideration over external applicants. The decision as to which applicant will be  
22 selected to fill the vacancy shall be the sole prerogative of the appointing authority. Unsuccessful  
23 candidates for promotional vacancies will be notified that another person has been selected and upon  
24 request will be entitled to a meeting with the appointing authority or designee to discuss the reasons  
25 for their non-selection.

26 **14.10. Payroll Process Changes.** If during the life of this Agreement the Council or  
27 Executive adopts a biweekly payroll plan, the parties agree to adopt the plan.

28 **14.11. Classification/Compensation Project.** If the County announces its intent to implement

any results of the Classification/Compensation Project, it will give notice to the Union and bargain the effects of the change.

**14.12. Union Notification.** When a significant change in work processes or methods is contemplated, the Union will be notified in writing. Upon the Union's request, changes in work processes shall be discussed before they are implemented, except in the event of an emergency.

**14.13. Bus Passes.** Employees who are benefit eligible will also be eligible for a bus pass and other benefits of the King County Employee Transportation Program.

**14.14. Downtown Parking.** The County agrees to provide County garage parking at no cost to bargaining unit employees who work in the Downtown Courthouse Complex and who have regularly scheduled shifts on weekends and/or beginning at 3:00 p.m. or later. Further, the County agrees to provide parking at no cost to the employee if the County requires that he/she be temporarily assigned to report to the Downtown Complex.

1 **ARTICLE 15: DISPUTE RESOLUTION PROCEDURES**

2 **15.1. Purpose.** King County recognizes the importance and desirability of settling  
3 grievances promptly and fairly in the interest of continued good employee relations and morale. The  
4 following process is outlined to accomplish this. Every effort will be made to settle grievances at the  
5 first level of supervision.

6 **15.2. Employees Unimpeded.** Employees will be unimpeded and free from restraint,  
7 interference, coercion, discrimination or reprisal in seeking adjudication of their grievances.

8 **15.3. Definitions.**

9 **A.** Grievance - An issue raised by an employee or his/her union representative  
10 relating to the interpretation of the employee's rights, benefits or conditions of employment as  
11 contained in this Agreement.

12 **B.** Institutional Grievance - An issue raised by the Union or the County related to  
13 interpretation or application of this contract.

14 **15.4. Procedure.**

15 **A. Step 1.** A grievance shall be presented by the affected employee and his/her union  
16 representative, if the employee wishes, to the employee's immediate supervisor within twenty-one  
17 (21) calendar days of the event which gives rise to the grievance. The immediate supervisor shall  
18 work with the employee and the Union representative to investigate and resolve the grievance within  
19 twenty-one (21) calendar days after the employee contact. Any grievance not presented in writing to  
20 the next level of this procedure, within the time limits contained in this procedure, shall be presumed  
21 resolved. A record of the grievance and its resolution shall be kept on a form mutually acceptable to  
22 the County and the Union.

23 **B. Step 2.** If a grievance cannot be resolved at Step 1, the matter may be referred to  
24 the Division Director for resolution. To be considered timely, this referral must occur within twenty-  
25 six (26) days of the employee's initial contact with his/her immediate supervisor. The referral shall  
26 be in writing from the Union and shall describe the specific event(s) giving rise to the grievance, the  
27 section(s) of the Agreement allegedly violated, and the remedy sought.

28 **1.** The Division Director or his/her designee, the employee, and the Union

representative will work to resolve the grievance within thirty (30) days of its referral to Step 2. During this process, mediation may be used with the agreement of the Division Director and the Union representative. If mediation is agreed to, a mediator will be selected from a mutually agreeable source.

2. If the Union representative, the employee, and the Division Director are unable to reach agreement resolving the grievance, the decision of the Division Director shall be presented to the employee and the Union in writing within thirty-five (35) days of the referral to Step 2. Additionally, if there is no resolution, the Division Director's final pre-arbitration response must be concurred in by the Labor Negotiator, who will be the Union's contact for the employer thereafter in the process.

**C. Step 3.** Any grievance not resolved at Step 2 may be submitted to arbitration. Any such submittal must occur within thirty (30) days of the Division Director's Step 2 decision and must specify the exact question to be arbitrated or the grievance shall be presumed resolved.

**15.5. Arbitration Procedure.** Should arbitration be necessary either after an attempt to mediate the grievance or directly after Step 2, the parties shall select a third disinterested party to serve as arbitrator. In the event that the parties are unable to agree upon an arbitrator, then the arbitrator shall be selected from a panel of seven arbitrators furnished by the American Arbitration Association or the Federal Mediation and Conciliation Service, whichever source is mutually acceptable. The arbitrator will be selected from the list by both the County representative and the Union, each alternately striking a name from the list until only one name remains. The party to strike first will be determined by a coin toss. The arbitrator under voluntary labor arbitration rules of the Association shall be asked to render a decision promptly and the decision of the arbitrator shall be final and binding on both parties.

**A.** No matter may be arbitrated which the County, by law, has no authority over, has no authority to change, or has been delegated to any civil service commission or personnel board, as defined in RCW 41.56.

**B.** The arbitrator shall have no power to change, alter, detract from or add to the provisions of this Agreement, but shall have the power only to apply and interpret the provisions of

1 this Agreement in reaching a decision.

2 C. The arbitrator's fee and expenses and any court reporter's fee and expenses shall  
3 be borne equally by both parties. Each party shall bear the full cost of its representation, including  
4 attorneys, regardless of the outcome of the arbitration.

5 **15.6. Alternative Dispute Resolution Procedures.**

6 A. Unfair Labor Practice. The parties agree that thirty (30) days prior to filing a ULP  
7 complaint with PERC, the complaining party will notify the other party, in writing, meet, and make a  
8 good faith attempt to resolve the concerns unless the deadline for filing with PERC would otherwise  
9 pass or the complaining party is seeking a temporary restraining order as relief for the alleged Unfair  
10 Labor Practice.

11 B. Grievance. After a grievance is initially filed, the following Alternative Dispute  
12 Resolution (ADR) process may be followed, with mutual consent of the Union and the Division.  
13 This process will not exceed ten (10) days:

14 1. A meeting will be arranged by the Union Representative, Division  
15 management representative and HRD representative (or their designees) to attempt to resolve the  
16 matter.

17 2. a. The meeting will include a mediator(s) and the affected parties.  
18 b. The parties may mutually agree to other participants such as union  
19 and management representatives or subject matter experts.

20 3. The parties will meet at mutually agreeable times to attempt to resolve the  
21 matter.

22 4. If the matter is resolved, the grievance will be withdrawn.

23 5. If the matter is not resolved, the grievance will continue through the  
24 grievance process.

25 6. The moving party can initiate the next step in the grievance process at the  
26 appropriate times, irrespective of this process.

27 7. Offers to settle and aspects of settlement discussions will not be used as  
28 evidence or referred to if the grievance is not resolved by this process.

1 C. This Section does not supersede or preclude any use of grievance mediation later  
2 in the grievance process.

3 **15.7. Institutional Disputes.** After informal attempts to resolve institutional disputes, if  
4 either the Union or management wishes to raise a dispute as to the application of this agreement, an  
5 institutional grievance may be filed with the other party.

6 A. After the institutional grievance is filed, the parties will meet to attempt to resolve  
7 the matter within the next sixty (60) days. Grievance mediation can be used if both parties agree.  
8 Mediation services will be requested from a mutually acceptable source. If the matter is not settled  
9 within these 60 days, the grieving party may invoke arbitration. The employer's final pre-arbitration  
10 response or formal invocation of arbitration must be concurred in by HRD, which will be the Union's  
11 contact for the employer thereafter in this process.

12 B. If arbitration is invoked, the arbitration procedures set forth in 15.4 shall apply.

13 **15.8. Exclusive Process.** The right to process and settle grievances arising out of any  
14 provision of this Agreement is wholly, to the exclusion of any other means available, dependent upon  
15 the provisions of this Article. The Union and the County agree to act promptly and fairly in all  
16 grievances.

17 **15.9. Probationary Employees.** All newly hired and promoted regular employees must  
18 serve a probationary period as defined in the Personnel Guidelines. As those Guidelines specify that  
19 the probationary period is an extension of the hiring process, the provisions of this Article will not  
20 apply to employees if they are discharged during their initial probationary period or are demoted  
21 during the promotional probationary period for not meeting the requirements of the classification.  
22 Grievances brought by probationary employees involving issues other than discharge or demotion  
23 may be processed in accordance with this Article.

24 **15.10. Temporary Employee Right to Grieve.** Seasonal, temporary, and term-limited  
25 temporary employees shall have no right to grieve discipline and discharge. Grievances brought by  
26 seasonal, temporary, and term-limited temporary employees involving issues other than discipline  
27 and discharge may be processed in accordance with this Article.

28 **15.11. Time Limits.** The time limits set forth in this Article may be extended upon written

1 consent of both parties. Unless a written extension has been granted, failure of the grievant to pursue  
2 the grievance to the appropriate step within the time limits set forth herein shall constitute a waiver of  
3 the grievant's right to pursue the grievance to the next step. Failure of the County to respond to the  
4 grievant within the time limits set forth herein shall automatically move the grievance to the next step  
5 with notice provided to the management person at the next applicable step by the Union.

6 **15.12. Step for Filing.** A grievance may be filed at any step that is mutually agreed upon in  
7 writing by the County and the Union.

8 **15.13. Waiver of Steps.** The Union and County may agree in writing to waive any of the  
9 above steps.

1 **ARTICLE 16: REDUCTION IN FORCE AND RE-HIRE**

2       **16.1. Layoff.** The County and the Union recognize the value of well trained and qualified  
3 employees and agree that other employment options should be explored prior to invoking a lay-off  
4 procedure as a result of a lack of work and/or shortage of funds. In addition, the County and the  
5 Union recognize the value of two-way communication in facilitating workforce transitions as a result  
6 of lay-offs. The following process is established to assure that communication and exploration of  
7 alternatives to lay-off are achieved.

8               **A. Step 1.** At the time Division management proposes or is told of facility closures,  
9 service reductions, budget reductions or other actions which could result in employee lay-offs within  
10 this bargaining unit, Division management shall make this information, as well as information about  
11 the reasons for the proposed or actual action, the likely time frame within which such action will  
12 occur, and the extent of impact on the workforce, available to the appropriate Labor-Management  
13 Committee as set forth in Article 14, Section 7 of this Agreement as soon as practical.

14               **B. Step 2.** The Labor-Management Committee shall be convened specifically to  
15 discuss and recommend alternatives, including but not limited to employee re-training, transfer to  
16 vacant positions in other units, and transfer to vacant positions in other divisions, which could be  
17 explored by the County as alternatives to layoffs for potentially affected employees.

18               **C. Step 3.** The County shall inform the Union of alternatives to lay-off which were  
19 explored at the time final lay-off decisions are announced.

20       **16.2. Facility Closure or Ownership Transfers.** If a facility closes or ownership transfers,  
21 the County will involve the Union and employees in discussions about the closures early on and will  
22 seek to find other jobs inside King County for employees potentially affected by facility closures by:

- 23               1. Looking for internal placements within the bargaining unit.
- 24               2. Interviewing potential RIF candidates and considering their qualifications for any  
25 pending bargaining unit vacancy prior to opening the vacant position to other candidates. When RIF  
26 candidates could be trained on the job within the probation period, management will consider training  
27 the candidate to meet minimum requirements for passing probation.
- 28               3. Not requiring probation for employees when they've met the qualifications of the

vacancy previously.

4. Looking outside the bargaining unit for placements pursuant to Section 7 of this Article.

**16.3. Transfer of Facility – Placement Assistance.** If employment opportunities for affected employees are not found within King County, and the facility is transferred to another jurisdiction as a result of annexation or incorporation, the County will demonstrably try to get the new owner to hire County employees. The County will advise the LMC of its efforts to have the new owners of County facilities to hire laid off employees.

**16.4. Utilization of Personnel Guidelines.** If the provisions of Sections 2 and 3 of this Article are not successful, the employees shall be able to avail themselves of any opportunities established in the Personnel Guidelines.

**16.5. Layoff by Classification.** Employees laid off as a result of a lack of work and/or shortage of funds shall be laid off according to seniority within classification as set forth in Article 17, Seniority, of this Agreement.

**16.6. Bumping to Lower Occupational Group.** Employees scheduled to be laid off as a result of their seniority status in the affected classification may exercise their right to bump employees in a lower occupational group within the same division, provided that the employee has performed and is qualified to perform the duties of the lower classification, and the employee has more seniority, as defined in Article 17, than the employee in the lower classification. Such action shall take place prior to the date the layoff is to be effective.

**16.7. Recall.** Regular employees laid off shall be recalled in the inverse order of layoff; namely, those laid off last will be recalled first. Recall provisions are provided under the terms of the Personnel Guidelines. In the event that the employee is laid off from more than one position, s/he shall have recall rights for each position as provided under this Article.

**16.8. No Promotion on Recall.** Regular employees on layoff shall be referred to other positions within the Career Service in accordance with applicable County policies. For purposes of this contract, such policies shall be interpreted as follows: Except in cases where an employee previously has been laid off from a higher paid classification and is eligible for recall in that

1 classification, no employee shall be recalled to employment in a classification with a higher pay  
2 range than the pay range of the classification held at the time of layoff. In the event the classification  
3 from which the employee was laid off moves to a higher pay range, the employee will continue to  
4 have recall rights to that classification or to any new classification which includes the classification  
5 held at the time of layoff.

6 **16.9. Lateral Bumping.** If a bargaining unit position is eliminated, the employee who held  
7 that position can bump into any position for which he/she is qualified and which is occupied by any  
8 less senior employee in the class; any employee who is bumped by a more senior employee whose  
9 position has been eliminated can bump into any position for which he/she is qualified and which is  
10 occupied by any less senior employee in the class. Bumping shall occur pursuant to the following  
11 procedures:

12 **A. Step 1.** Within three months of approval of this contract by the King County  
13 Council, or prior to any reduction in force, whichever is sooner, Division management shall develop  
14 written position descriptions and communicate these to the union. Qualifications of an employee for  
15 a position shall be based on documented work history; an employee shall only be deemed “not  
16 qualified” if there are documented performance problems.

17 **B. Step 2.** When a position has been eliminated, affected employees shall submit a  
18 list of location preferences in order of priority, except those held by more senior employees.

19 **C. Step 3.** All affected employees in the classification and the union will be notified  
20 in writing of the position elimination at least 30 days prior to the event occurring.

21 **D. Step 4.** This process will include the employee (or employees) whose position(s)  
22 has/have been eliminated, plus full-time and part-time all bargaining unit employees with less  
23 seniority than the most senior employee whose position has been eliminated.

24 **E. Step 5.** All affected regular full-time and regular part-time employees bid for  
25 location preferences in order of priority. The supervisor shall provide a formal location list to each  
26 affected employee with the notice provided per item 1 above, which will include all work locations  
27 and shifts available for bid.

28 **F. Step 6.** All affected employees will be required to submit location preferences in

1 order of priority to their immediate supervisor. All affected employees will be given 14 calendar  
2 days to submit their preferences to the immediate supervisor after receipt of the formal position list.  
3 The supervisor will match affected employees' qualifications to position qualification requirements.

4 **G. Step 7.** Within seven calendar days, the Division shall provide to the union and  
5 the employees the results of the lateral bumping process, prior to the implementation of the new  
6 assignments. The results should include the schedule for implementation and a list of all employees'  
7 work and locations.

8 **H. Step 8.** New location bids will be requested for each occurrence that could result  
9 in a lateral bumping process within the classification.

10 **16.10. Probation.** Employees who elect to bump as provided herein or are recalled will not  
11 be required to serve a probationary period in the classification, provided the employee has already  
12 successfully passed probation in that classification.

1 **ARTICLE 17: SENIORITY**

2 **17.1. Definitions.** Seniority shall be defined as follows:

3 **A. County-Wide Seniority.** County-wide seniority is defined as the most recent  
4 length of continuous service as a regular employee with the County in any combination of  
5 positions/classifications. A regular employee who separates from the County and returns to the  
6 bargaining unit within two (2) years will have his/her seniority restored to what it was at the date of  
7 separation.

8 **B. Bargaining Unit Seniority.** Bargaining unit seniority is defined as the most  
9 recent length of continuous service as a regular employee with the FMD SEIU Local 925 bargaining  
10 unit, in any combination of job classifications covered by this Agreement. A regular employee who  
11 separates from the County and returns to the bargaining unit within two (2) years will have his/her  
12 seniority restored to what it was at the date of separation.

13 **C. Classification Seniority.** Classification seniority is defined as the most recent  
14 length of continuous service as a regular employee in FMD in a given job classification. A regular  
15 employee who separates from the County and returns to the bargaining unit within two (2) years will  
16 have his/her seniority restored to what it was at the date of separation.

17 **17.2. Seniority Upon Promotion.** A regular employee in the bargaining unit who is  
18 promoted to another classification within the bargaining unit shall continue to accrue seniority in the  
19 classification from which s/he was promoted.

20 **17.3. Maintenance of Seniority While on Approved Leave.** An employee who is granted  
21 an approved leave of absence from his/her employment for family care, personal illness or injury, or  
22 similar reasons shall continue to accrue bargaining unit and classification seniority during his/her  
23 leave of absence, not to exceed one (1) year, and shall maintain his/her bargaining unit and  
24 classification seniority position relative to other employees.

25 **17.4. Seniority Ties.** In the event that two (2) employees have the same seniority, the  
26 County shall determine which employee, in the event of layoff, shall be laid off.

**ARTICLE 18: EQUAL EMPLOYMENT OPPORTUNITY**

The County or the Union shall not unlawfully discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of race, color, creed, religion, national origin, sexual orientation, marital status, age, sex, ancestry, or sensory, mental, or physical disability.

**ARTICLE 19: SAVINGS CLAUSE**

Should any part hereof or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, such invalidation of such part or provision of this Agreement shall not invalidate the remaining portions hereof; provided, however, upon such invalidation the parties agree immediately to meet and negotiate such parts or provisions affected. The remaining parts or provisions shall remain in full force and effect.

1 **ARTICLE 20: WORK STOPPAGES AND EMPLOYER PROTECTION**

2       **20.1. Public Interest.** The County and the Union agree that the public interest requires  
3 efficient and uninterrupted performance of all County services and to this end pledge their best  
4 efforts to avoid or eliminate any conduct contrary to this objective.

5       **20.2. No Lock Out.** The County agrees not to lock out employees covered under this  
6 Agreement.

7       **20.3. No Work Stoppage.** The Union shall not cause or condone any work stoppage,  
8 including any strike, slowdown or refusal to perform any customarily assigned duties, sick leave  
9 absence which is not bona fide, or other interference with County functions by employees under this  
10 Agreement and should same occur, the Union agrees to take appropriate steps to end such  
11 interference. Any concerted action by any employee in the bargaining unit shall be deemed a work  
12 stoppage if any of the above activities have occurred. Being absent without authorized leave shall be  
13 considered as an automatic resignation. Such a resignation may be rescinded by the Section Manager  
14 if the employee presents satisfactory reasons for his/her absence within three (3) calendar days of the  
15 date his/her automatic resignation became effective.

16               **A.** Upon notification in writing by the County to the Union that any of its members  
17 are engaged in a work stoppage, the Union shall immediately, in writing, order such members to  
18 immediately cease engaging in such work stoppage and provide the County with a copy of such  
19 order. In addition, if requested by the County, a responsible official of the Union shall publicly order  
20 such Union employees to cease engaging in such a work stoppage.

21               **B.** Any employee who commits any act prohibited in this section will be subject in  
22 accord with the County's Work Rules to the following action or penalties:

- 23                       1. Discharge.
- 24                       2. Suspension or other disciplinary action as may be applicable to such
- 25 employee.

**ARTICLE 21: WAIVER CLAUSE**

The parties acknowledge that each has had the unlimited right within the law and the opportunity to make demands and proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right and opportunity are set forth in this Agreement. Therefore, the County and the Union, for the duration of this Agreement, each agrees to waive the right to oblige the other party to bargain with respect to any subject or matter not specifically referred to or covered in this Agreement.

1 **ARTICLE 22: EMPLOYEE RIGHTS**

2       **22.1. Off-Duty Activities.** The off-duty activities of employees shall not be cause for  
3 disciplinary action unless said activities are detrimental to the employee's work performance or the  
4 program of the agency.

5       **22.2. Just Cause.** No regular employee shall be disciplined or discharged without just cause.  
6 Disciplinary action shall normally be taken within fourteen (14) calendar days of the County's  
7 knowledge of the alleged violation or such action will be null and void. Provided, that if the  
8 circumstances surrounding the alleged violation and subsequent investigation are such that the  
9 County could not complete the necessary investigation and take disciplinary action within fourteen  
10 (14) calendar days of the alleged violation, the disciplinary action shall be taken within fourteen (14)  
11 calendar days of the conclusion of the investigation or such action will be null and void. All  
12 investigations related to disciplinary matters will be conducted in a timely manner. After engaging in  
13 an investigatory meeting for alleged misconduct or potential discipline, the employee will be notified  
14 of the results of the investigation whether or not the investigation resulted in discipline. For purposes  
15 of this section, "County" shall mean the first level of supervision outside of the bargaining unit.

16       **22.3. Grievance Procedure.** If at any level, the County determines to bring disciplinary  
17 action against any regular employee for any reason, the employee shall be apprised of his/her rights  
18 of appeal and representation as provided for in the Grievance Procedure of this Agreement.

19       **22.4. Personnel Files.** Official personnel files shall be securely maintained in a central  
20 location. Employees shall have the right to review their personnel files with reasonable notice, and  
21 they shall be entitled to copies of the contents upon request. Employees may add a rebuttal statement  
22 to any disputed item(s) contained in the file, which shall be attached to the document(s) in question  
23 and retained in the file. Negative performance/behavior-related materials to be inserted into the  
24 personnel file shall be reviewed by the employee prior to being inserted into the personnel file; the  
25 employee shall first sign the material to be placed into the file, thereby documenting only his/her  
26 acknowledgement of the documented performance or behavior deficiency. An employee may  
27 request, after a minimum of two years, to have records of disciplinary actions removed from the  
28 employee's personnel file. The County will consider the request if no related violations have

1 occurred since the disciplinary action was issued. Employees may request to have included in the  
2 personnel file any written documentation that reflects favorably on the employee's conduct or work  
3 quality. Nothing in this section shall prevent the County and the Union from reaching a mutually  
4 acceptable agreement regarding the removal or revision of personnel records as the result of a  
5 grievance settlement.

6 **22.5. Letters of Commendation.** Letters and other memoranda of commendation, whether  
7 received from the County or outside parties, shall be retained in the employee's official personnel  
8 file.

9 **22.6. Health/Medical Records.** Health and medical records of employees shall be securely  
10 maintained in a central location. Such files are entirely separate and distinct from the employee's  
11 personnel file. No information pertaining to the employee's health or medical conditions will be kept  
12 in personnel files or supervisor files.

13 **22.7. Supervisor's Files.** Supervisors may maintain secondary personnel files to aid in  
14 preparation for the annual performance evaluation. Items appropriate to be kept in such files include  
15 samples of work, copies of letters of commendation and/or complaint, notes from informal  
16 discussions with the employee regarding work performance and corrective action, and copies of  
17 training records. The file shall be purged when the evaluation has been completed. Employees shall  
18 have the right to review their file with reasonable notice. Employees may add a rebuttal statement to  
19 any disputed item(s) contained in the file, which shall be attached to the document(s) in question and  
20 retained in the file.

21 **22.8. Confidentiality of Personal Information.** Personnel files, records, and supervisor's  
22 files shall be maintained in a secure and confidential manner.

23 **22.9. Access to Information by Outside Parties.** In the event a public disclosure request is  
24 received from an outside party seeking to access an employee's personnel files or records, the County  
25 will inform the employee of the identity of the requesting party and the nature and scope of the  
26 request as soon as practicable prior to disclosure.

27 **22.10. Reclassification.** Reclassification requests (position description questionnaires)  
28 submitted to supervisors shall be submitted to the Human Resources Division within ten (10)

1 working days. The Human Resources Division shall act within four (4) months of the original  
2 submittal.

3 **22.11. Drug and Alcohol Policy.** The Executive Order #PER 15-2-1 (AEP), dated  
4 October 25, 1995, "Policy for King County Prohibited Drug Use and Alcohol Misuse Education and  
5 Testing Program" (hereinafter called "Drug and Alcohol Policy"), as amended, is incorporated herein  
6 by reference, with the following modifications or additions.

7 A. The Union will be provided with a copy of the form(s) prepared indicating the  
8 grounds for requiring an employee to submit to a reasonable suspicion test within twenty-four (24)  
9 hours of testing or as soon as possible thereafter.

10 B. When available, a second supervisor will observe a reasonable suspicion test and  
11 complete related forms in accordance with the Drug and Alcohol Policy.

12 C. Certain employees who have commercial drivers licenses (CDLs) are not subject  
13 to testing pursuant to the Drug and Alcohol Policy because they are not currently required to drive as  
14 part of their assigned duties. The parties recognize that those employees with a CDL that are  
15 assigned in the future to perform safety sensitive duties will be included in the drug and alcohol  
16 testing program.

**ARTICLE 23: WORK OUTSIDE OF CLASSIFICATION**

**23.1. Acting Capacity.** All work outside of classification in an acting capacity shall be assigned in writing by the Division Director/designee for an entire day/shift. An employee so assigned to work outside of classification shall be paid at the first step of the higher class or five percent (5%) over the salary received prior to the assignment, whichever is greater, for all time spent while so assigned.

**23.2. Filling the Position.** After forty-five (45) calendar days of work performed in accordance with 23.1, a meeting may be requested by the Union. The purpose of the meeting would be to review the circumstances and to discuss the need to fill the position vacated by the employee working out of classification and the strategy for filling the position to which the employee is currently assigned in an acting capacity, or implement the recall process if applicable.

**23.3. When Used.** Work out of class will not be used in lieu of filling vacancies through the normal, open competitive selection process. Work out of class may be used to meet needs such as:

- (1) Time limited or project specific workload;
- (2) Seasonal work;
- (3) Cyclical work;
- (4) Backfill vacancies during selection process;
- (5) Backfill vacancies that may be target for elimination;
- (6) Backfill vacancies due to leaves of absence;
- (7) Backfill vacancies during dispute resolution.

**23.4. Training Capacity.** Employees in a training capacity may be assigned work normally performed by a higher classification, except they will not be placed in a training capacity to circumvent the intent of Section 1, hereof. An employee assigned to a training capacity shall be under the supervision and guidance of his/her immediate supervisor and shall not be in the training position for more than ten (10) consecutive, regular working days.

**23.5. Accountability.** Employees shall not be held accountable while performing work unrelated to the concept of their class specification except as provided in Section 1.

**23.6. Seasonal and Cyclical Work.** Seasonal or cyclical work out of class as Floor Care

1 Specialist, Window Washer, Utility Worker, and Hazardous Waste Technician, will be assigned on a  
2 voluntary basis to employees qualified to perform the work, provided such work can be scheduled  
3 without incurring an overtime liability. Whenever possible, licensed Custodians or Utility Workers  
4 will be offered the opportunity for Hazardous Waste Technician work prior to hiring such from  
5 outside the Division. Pay for work so assigned shall be for all hours worked outside of classification.  
6 The frequency and duration of such work out of class assignment to individual employees shall be at  
7 the sole discretion of management. In the event employees cannot be assigned without incurring an  
8 overtime liability, the County may assign the work out of classification to other bargaining unit  
9 employees.

10 **23.7. Window Washing.** Employees assigned to work out of class washing windows shall  
11 receive assignment pay beginning with the first hour of assignment and will perform all functions of  
12 the assignment.

1 **ARTICLE 24: UNION REPRESENTATION**

2       **24.1. Visiting Work Sites.** Authorized representatives of the Union may, after notifying the  
3 County official in charge, visit the work location of employees covered by this Agreement at any  
4 reasonable time for purposes related to responsibilities as the collective bargaining agent, including  
5 the investigation of grievances, but shall not conduct union business on County time.

6       **24.2. Access to Members.** Authorized representatives of the Union may have reasonable  
7 access to its members in County facilities for transmittal of information or representation purposes  
8 before work and during lunch breaks or other regular breaks as long as the work of the County  
9 employees and services to the public are unimpaired. Prior to contacting members in County  
10 facilities, such authorized agents shall make arrangements with the division manager and the Human  
11 Resources Division.

12       **24.3. Stewards.** The Union shall have the right to appoint stewards under the terms of this  
13 Agreement. The Division shall be furnished with the names of stewards so appointed. The steward  
14 shall see that the provisions of this Agreement are observed, and he/she shall be allowed a reasonable  
15 time to investigate grievances during regular working hours.

16       **24.4. Exercise of Rights.** It shall be a violation of this Agreement to directly or indirectly  
17 interfere with, restrain, coerce, or discriminate against any employee or group of employees in the  
18 free exercise of their right to organize and designate representatives of their own choosing for the  
19 purpose of collective bargaining or in the free exercise of any other right under RCW 41.56.

20       **24.5. Bulletin Boards.** The County agrees to permit the Union to post on County bulletin  
21 boards the announcement of meetings, election of officers, and any other Union material, provided  
22 there is sufficient space beyond what is required by the County for “normal” operations. If sufficient  
23 space is not available on County boards or in areas where County boards are not available, the Union  
24 may provide one with location of same to be determined through mutual agreement of the Union and  
25 the Employer.

26       **24.6. Email Access.** To the extent feasible, authorized union stewards, negotiating team, and  
27 LMC members may use e-mail system for contract administration purposes, provided that this  
28 provision is consistent with other County policies and does not interfere with County business.

1 **ARTICLE 25: PRODUCTIVITY RECOGNITION PROGRAM**

2       **25.1. Applicability.** The terms of the Productivity Recognition Program apply to all  
3 bargaining unit members covered by this Agreement.

4       **25.2. Productivity Goals.** The productivity goals will be based on reasonable measures of  
5 performance in areas such as quality and quantity of work. The parties agree that the goals will be  
6 tailored to classification responsibilities and consequently recognize that some measures may be  
7 specific to certain classifications and not others. The parties agree that the Productivity Program is  
8 not intended to result in staffing reduction as productivity increases.

9       **25.3. Monthly Premium.** For each month during the life of the contract, all employees in  
10 the Program will receive a monthly premium of \$100 for participating in the program.

11       **25.4. Recognition Payment.** The maximum recognition payment will be three hundred  
12 dollars (\$300) per quarter. For employees in the Utility Worker II classifications, the maximum  
13 recognition payment will be three hundred and seventy five (\$375) per quarter.

14       **25.5. Pre-Ratification Period.** For those quarters in 2008 that occur prior to the full  
15 execution of the newly negotiated contract, all bargaining unit members shall receive the full  
16 quarterly recognition payment, unless the employee was working under a Performance Improvement  
17 Plan or Attendance Improvement Plan during that quarter. Such payment will also be subject to the  
18 pro ration requirements in 25.6H.

19       **25.6. Program Goals and Criteria.** The Program goals include exceptional quality of work,  
20 timely completion of tasks, and satisfied customers. The parties agree that the Program must involve  
21 clear performance standards, clear customer expectations, and an objective measurement system.  
22 The following criteria will apply:

23               **A.** Employees are eligible for the recognition payment if they exceed performance  
24 standards for the work performed the previous quarter.

25               **B.** Employees will be given specific direction as to the parts of their job performance  
26 that are in need of improvement at the same time that the audit results are shared with them.  
27 Additionally, the supervisor/lead shall provide, upon request, additional training and/or support to  
28 assist the employee in meeting the identified goals.

C. In completing performance audits supervisors will take into consideration the results from applicable customer surveys as well as customer commendations, customer complaints, and staffing levels.

D. Customers will be surveyed in April and October of each year and surveys will be tracked by work location.

E. Performance audits will be administered by supervisors once per quarter. The rating scale for the supervisor performance audit will be:

Audit Score	Explanation
1	<b>Unacceptable:</b> Performance inadequate to meet minimum standards for the job. Improvement, identified within the audit, is required.
2	<b>Meets minimum standards:</b> Performance satisfactory in most job areas but marginal in some areas. Performance expected to improve significantly in areas requiring improvement, as identified.
3	<b>Meets standards.</b> Performs satisfactorily. Meets job standards; achieves planned results.
4	<b>Exceeds standards:</b> Consistently surpasses the standards for responsibility in all major areas of the job.
5	<b>Exceptional:</b> Performance far exceeds job standards and responsibilities in all areas of the job.

F. The quarterly recognition lump sum payment will be based on the results of the employee's quarterly end performance audit.

G. To be eligible for a recognition lump sum payment, the employee must receive a total average rating of at least "Exceeds Standards" on the supervisor's performance audit (i.e., a rating of at least "4.00").

H. Employees hired during the calendar year will receive a pro-rated portion of the recognition payment based on the number of months worked in a paid status. To be eligible for any recognition payment, employees must be in a paid status for at least two (2) months of the previous quarter. For the purpose of this provision, a month will be defined as no less than half the workdays within a given month.

1                   **I.** The Program will be administered by the Facilities Management Division. The  
2 County will provide the LMC with regular reports on the program.

3                   **J.** Concerns or disputes regarding the program, not involving specific employees, will  
4 be brought to the LMC. If it is not resolved at the LMC or if it deals with a specific employee or  
5 employees, it may be pursued through mediation utilizing the Inter-Local Conflict Resolution Group.  
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1 **ARTICLE 26: DURATION**

2 This Agreement shall be in effect following full and final ratification by the Council and  
3 remain in effect until December 31, 2011.

4 Contract negotiations for the period beginning January 1, 2012 may be initiated by either  
5 party providing to the other written notice of its intention to do so no later than June 30, 2011. It is  
6 the goal of both parties to conclude negotiations prior to expiration of this Agreement.

7  
8 **APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2008

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12 By: \_\_\_\_\_

13 King County Executive

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17 UNION:

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20 \_\_\_\_\_  
21 Debbie Foley  
22 SERVICE EMPLOYEES INTERNATIONAL  
23 UNION, LOCAL 925  
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**cba Code: 012**

**Union Code(s): 0925D**

**ADDENDUM A**  
**SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925**  
**AND**  
**KING COUNTY**

<b>Job Class Code</b>	<b>MSA Job Class Code</b>	<b>PeopleSoft Job Class Code</b>	<b>Classification Title</b>	<b>Range</b>
9101100	8665	912108	Custodian	30**
9101102	8743	912109	Custodian - Floor Care	31
9101103	8744	912110	Custodian - Windows	36
8104300	8603	814302	Hazardous Waste Surveyor/Project Manager	62
8104100	8601	814102	Hazardous Waste Technician	46
2211100	8172	221504	Inventory Purchasing Specialist I	42
8104200	8602	841502	Supervising Hazardous Waste Technician	52
9440100	8692	942104	Utility Worker I	35
9440200	8693	942210	Utility Worker II	39
<p>** Custodian employees in the Supported Employment Program: The rate of pay is 75% of the appropriate step of Range 30.</p> <p>All salary ranges are the King County Salary Schedule, "squared table."</p>				